

Application to the Zoning Hearing Board

Complete application due by the first of the month.

Parcel Number: _____

Location of Property Involved: _____ Zoning District: _____

Date of Planning Commission Review: _____ Date of Zoning Hearing: _____

Name and Address of Applicant: _____ Phone: _____

Name and Address of Property Owner: _____ Phone: _____

Name and Address of Legal Counsel: _____ Phone: _____

Interest of Applicant: _____

The following must be submitted to be considered a **COMPLETE** application

1. Completed Zoning Hearing application
2. Thirteen (13) copies of the plot plan and/or survey and other relevant information
3. Narrative (see page 2 or 4) use additional sheets if necessary
4. Fee \$500

Indicate Relief Sought:

- A. To authorize use by Special Exception
- B. Variance from the provisions of the Zoning Ordinance
- C. An Appeal

Relief	No./Article	Section	Reference
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Application submitted: _____ A.M. _____ P.M. this _____ day of _____

Applicant Signature (s): _____ Owner Signature (s): _____

Zoning Officer

Application Fee Received: \$ _____ (amount) _____ (date)

This box is to be completed if you have checked item “B” in the previous block.

No variance shall be granted until the applicant has established and the Board has made all of the following findings where relevant in a given case. (Section 910.2 of the PA Municipalities Planning Code and Chapter 17 Section 1704 of the Borough of Gettysburg Zoning Ordinance.)

- ☐ **A. Unnecessary hardship due to unique physical circumstances.**
Section 1704.A.1: That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of this Chapter in the neighborhood or district in which the property is located.
- ☐ **B. Unique physical circumstances hinder property development.**
Section 1704.A.2: That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of this Chapter and that the authorization of a variance is therefore necessary to enable the reasonable USE of the property.
- ☐ **C. Unnecessary hardship not created by appellant.**
Section 1704.A.3: That such unnecessary hardship has not been created by the appellant.
- ☐ **D. Character of the neighborhood will not change.**
Section 1704.A.4: That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate USE or DEVELOPMENT of adjacent property, nor be detrimental to the public welfare.
- ☐ **E. Appeal represents the least modification possible.**
Section 1704.A.5: That the VARIANCE, if authorized, will represent the minimum VARIANCE that will afford relief and will represent the least modification possible of the regulation in issue.

Provide a brief statement of the relief sought.

Variance Narrative: Describe the property and the specific relief requested.

Applicant **MUST** provide and attach a narrative to this application including information on grounds for appeal and reasons for granting the special exception, variance or appeal. If hardship is claimed, state the specific hardship.

[illegible]

Special Exception Narrative: Describe the property and the specific relief requested.

[illegible]

Appeal Narrative: Describe the property and the grounds for appeal.

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper. There are no margins, text, or other markings on the page.